

Cannon Falls Library Board
Agenda
November 13, 2012
6:00 pm
at
City Hall Conference Room

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Director's Report
 - b. October Minutes
 - c. September Financial Reports
- 3) Board Business
 - a. Building Update
 - b. Bookshelf Purchase
 - c. New Library Hours
 - d. County Contract
 - e. Justin's Evaluation
- 4) Adjournment

December 10, 2012 at 6:00pm

October 8, 2012

Cannon Falls Library Board Meeting Minutes

Present: Justin Padgett, Greg Kettle, Carol Price, Cathy Gallup, Mary Harkins, Phil Hammes, Jason Ochocki, Aaron Sawdey

Mary Harkins made a motion to approve the agenda, seconded by Carol Price. Motion passed.

Building Report

The building is slightly behind schedule but everything is going ok. The time capsule has not been done yet as the masonry has not started on the front yet.

Library by-laws revision

The board looked over the revised bylaws and made a few more minor changes to have consistent terminology.

Cathy Gallup made a motion to approve the revised bylaws, seconded by Carol Price. Motion passed.

Appointment of a library board member for the County contract negotiation.

The 5 year contract is up this year. The library directors would like to get more money from the county. County residents are 29% of the circulation but the county only pays 21% of library operating costs. The negotiations this year are taking place between one library director plus two representatives from each city in Goodhue county. This year SELCO is not involved in the county support contract negotiation. The next meeting in the negotiations is at 9:45 in the morning October 16th in the Red Wing government center.

Carol Price made a motion to nominate Aaron Sawdey and Jason Ochocki (backup), seconded by Cathy Gallup.

Cathy Gallup made a motion to adjourn at 6:40pm.

Respectfully submitted,

Aaron Sawdey

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10/08/12
14:19:55

CITY OF CANNON FALLS, MN
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 12

Page: 1 of 1
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
211 LIBRARY FUND							
450000 CULTURE AND RECREATION							
455100 LIBRARY							
	1010 FULL TIME WAGES	7,365.55	65,302.36	90,000.00	90,000.00	24,697.64	73 %
	1020 FULL TIME OVERTIME WAGES	0.00	0.00	225.00	225.00	225.00	0 %
	1030 PART TIME WAGES	6,681.88	74,914.73	129,500.00	129,500.00	54,585.27	58 %
	1120 SICK PAY	1,096.58	7,816.90	5,000.00	5,000.00	-2,816.90	156 %
	1130 VACATION PAY	873.47	11,728.92	14,000.00	14,000.00	2,271.08	84 %
	1140 HOLIDAY PAY	1,174.54	5,615.25	9,300.00	9,300.00	3,684.75	60 %
	1210 PERA	1,215.31	11,887.11	18,000.00	18,000.00	6,112.89	66 %
	1220 FICA	1,251.41	12,435.81	19,000.00	19,000.00	6,564.19	65 %
	1310 INSURANCE-HEALTH, LIFE, ETC	1,363.85	11,759.65	15,200.00	15,200.00	3,440.35	77 %
	1330 CAFETERIA WITHHOLDINGS	0.00	0.00	600.00	600.00	600.00	0 %
	1510 WORKMANS COMPENSATION	0.00	1,947.00	2,000.00	2,000.00	53.00	97 %
	2010 OFFICE SUPPLIES	504.39	3,000.08	6,000.00	6,000.00	2,999.92	50 %
	2110 CLEANING	64.21	555.81	1,000.00	1,000.00	444.19	56 %
	2230 BUILDING REPAIR AND SUPPLIES	0.00	66.31	300.00	300.00	233.69	22 %
	3090 DATA PROCESSING	0.00	298.00	200.00	200.00	-98.00	149 %
	3130 CLEANING SERVICES	0.00	0.00	800.00	800.00	800.00	0 %
	3210 TELEPHONE	71.70	997.71	1,300.00	1,300.00	302.29	77 %
	3220 POSTAGE	0.00	924.49	2,000.00	2,000.00	1,075.51	46 %
	3310 TRAVEL & TRAINING	0.00	8.00	800.00	800.00	792.00	1 %
	3610 INSURANCE	0.00	2,125.00	1,900.00	1,900.00	-225.00	112 %
	3810 ELECTRIC UTILITIES	0.00	1,294.93	1,125.00	1,125.00	-169.93	115 %
	3830 GAS UTILITIES	0.00	1,160.68	1,320.00	1,320.00	159.32	88 %
	3890 OTHER UTILITIES	30.16	604.92	360.00	360.00	-244.92	168 %
	4010 BUILDING REPAIR AND SERVICES	0.00	462.20	2,500.00	2,500.00	2,037.80	18 %
	4040 EQUIPMENT REPAIR AND SERVICES	37.03	706.88	2,000.00	2,000.00	1,293.12	35 %
	4092 SELCO SERVICE CONTRACT	0.00	7,523.36	11,805.00	11,805.00	4,281.64	64 %
	4093 CATALOGING	0.00	0.00	200.00	200.00	200.00	0 %
	4120 BUILDING RENTAL EXPENSE	1,250.00	11,250.00	15,000.00	15,000.00	3,750.00	75 %
	4330 DUES AND SUBSCRIPTIONS	0.00	0.00	100.00	100.00	100.00	0 %
	4390 OTHER CHARGES	39.98	293.16	300.00	300.00	6.84	98 %
	4391 PERIODICALS	186.70	1,942.87	2,000.00	2,000.00	57.13	97 %
	4392 AUDIO/VISUAL	0.00	4,107.69	5,500.00	5,500.00	1,392.31	75 %
	4393 PROGRAMS	0.00	4,458.55	5,200.00	5,200.00	741.45	86 %
	5600 FURNITURE/OFFICE EQUIP	0.00	0.00	6,300.00	6,300.00	6,300.00	0 %
	5900 BOOKS	2,788.11	9,484.28	24,000.00	24,000.00	14,515.72	40 %
	Account Total:	25,994.87	254,672.65	394,835.00	394,835.00	140,162.35	65 %
	Account Group Total:	25,994.87	254,672.65	394,835.00	394,835.00	140,162.35	65 %
	Fund Total:	25,994.87	254,672.65	394,835.00	394,835.00	140,162.35	65 %
	Grand Total:	25,994.87	254,672.65	394,835.00	394,835.00	140,162.35	65 %

10/08/12
14:18:39

CITY OF CANNON FALLS, MN
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 12

Page: 1 of 1
Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue	%
		Current Month	Received YTD		To Be Received	Received
211 LIBRARY FUND						
310000						
310100	CURRENT AD VALOREM TAX	0.00	111,425.50	222,851.00	111,425.50	50 %
	Account Group Total:	0.00	111,425.50	222,851.00	111,425.50	50 %
330000						
335100	LOCAL GOVERNMENT AID	0.00	26,834.00	53,668.00	26,834.00	50 %
337200	GOODHUE COUNTY FUNDS	0.00	52,608.00	105,216.00	52,608.00	50 %
	Account Group Total:	0.00	79,442.00	158,884.00	79,442.00	50 %
340000						
341500	SALE OF MAPS AND PUBLICATIONS	31.50	486.05	750.00	263.95	65 %
347600	LIBRARY FACILITY FEES	0.00	25.00	250.00	225.00	10 %
347920	EQUIPMENT USE FEES	-0.50	8.75	0.00	-8.75	** %
	Account Group Total:	31.00	519.80	1,000.00	480.20	52 %
350000						
351300	LIBRARY FINES	40.50	3,039.11	9,100.00	6,060.89	33 %
	Account Group Total:	40.50	3,039.11	9,100.00	6,060.89	33 %
360000						
367020	DONATIONS-LIBRARY	0.00	601.25	3,000.00	2,398.75	20 %
	Account Group Total:	0.00	601.25	3,000.00	2,398.75	20 %
	Fund Total:	71.50	195,027.66	394,835.00	199,807.34	49 %
	Grand Total:	71.50	195,027.66	394,835.00	199,807.34	49 %

10/08/12
14:20:47

CITY OF CANNON FALLS, MN
Detail Ledger Query
For the Accounting Periods: 9/12 - 9/12

Page: 1 of 2
Report ID: L091

Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #				Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND									
341500 SALE OF MAPS AND PUBLICATIONS									
JV	3330	6	STATE-COPIES SALES TAX			9/12	1.25		
RV	949	4	LIBRARY-COPIES			9/12		32.75	
Account Total:						454.55 CR	1.25	32.75	486.05 CR
347920 EQUIPMENT USE FEES									
JV	3330	8	STATE-EQUIP FEE TAX			9/12	0.50		
Account Total:						9.25 CR	0.50		8.75 CR
351300 LIBRARY FINES									
RV	949	3	LIBRARY-FINES/LOST BOOKS			9/12		40.50	
Account Total:						2,998.61 CR		40.50	3,039.11 CR
455100 LIBRARY									
1010 FULL TIME WAGES									
PR	120900	78	Payroll Expenditure			9/12	3,639.65		
PR	120901	84	Payroll Expenditure			9/12	3,725.90		
Object Total:						57,936.81 DB	7,365.55		65,302.36 DB
1030 PART TIME WAGES									
PR	120900	79	Payroll Expenditure			9/12	3,637.66		
PR	120901	85	Payroll Expenditure			9/12	3,044.22		
Object Total:						68,232.85 DB	6,681.88		74,914.73 DB
1120 SICK PAY									
PR	120900	80	Payroll Expenditure			9/12	734.65		
PR	120901	86	Payroll Expenditure			9/12	361.93		
Object Total:						6,720.32 DB	1,096.58		7,816.90 DB
1130 VACATION PAY									
PR	120900	81	Payroll Expenditure			9/12	470.51		
PR	120901	87	Payroll Expenditure			9/12	402.96		
Object Total:						10,855.45 DB	873.47		11,728.92 DB
1140 HOLIDAY PAY									
PR	120900	82	Payroll Expenditure			9/12	220.24		
PR	120901	88	Payroll Expenditure			9/12	954.30		
Object Total:						4,440.71 DB	1,174.54		5,615.25 DB
1210 PERA									
PR	120900	83	Employer Contributions			9/12	599.85		
PR	120901	89	Employer Contributions			9/12	615.46		
Object Total:						10,671.80 DB	1,215.31		11,887.11 DB
1220 FICA									
PR	120900	84	Employer Contributions			9/12	633.87		
PR	120901	90	Employer Contributions			9/12	617.54		
Object Total:						11,184.40 DB	1,251.41		12,435.81 DB
1310 INSURANCE-HEALTH, LIFE, ETC									
JV	3329	8	HEALTH INS			9/12	1,363.85		
Object Total:						10,395.80 DB	1,363.85		11,759.65 DB

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14:20:47

CITY OF CANNON FALLS, MN
Detail Ledger Query
For the Accounting Periods: 9/12 - 9/12

Page: 2 of 2
Report ID: L091

Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND							
455100 LIBRARY							
2010 OFFICE SUPPLIES							
CL	24966	4	Distilled Water	ECONO FOODS	9/12	7.76	
CL	24970	1	910339 Letter Guide, CUI Blades	SCHMIDT-GOODMAN OFC PROD	9/12	188.26	
CL	25011	4	37796 Red Ribbon Cassettes	NORTHLAND BUSINESS SYSTEMS	9/12	13.93	
CL	25020	1	4722788 Tape, Book Jacket Covers	DEMCO	9/12	239.14	
CL	25029	1	910648 Labels, Glue,Pencils, No	SCHMIDT-GOODMAN OFC PROD	9/12	55.30	
Object Total:				2,495.69 DB	504.39		3,000.08 DB
2110 CLEANING							
CL	24969	3	5997 Toilet Tissue	PX PRODUCTS CO.	9/12	12.80	
CL	24969	6	5998 Household Roll Towel	PX PRODUCTS CO.	9/12	37.90	
CL	25013	3	6002 Multifold Towel	PX PRODUCTS CO.	9/12	13.51	
Object Total:				491.60 DB	64.21		555.81 DB
3210 TELEPHONE							
CL	24997	1	September Svces-Library	FRONTIER COMMUNICATIONS	9/12	71.70	
Object Total:				926.01 DB	71.70		997.71 DB
3890 OTHER UTILITIES							
CL	24964	7	Svces-Library	CITY OF CANNON FALLS	9/12	30.16	
Object Total:				574.76 DB	30.16		604.92 DB
4040 EQUIPMENT REPAIR AND SERVICES							
CL	25025	1	475366 August Copier Maintenanc	METRO SALES INC	9/12	37.03	
Object Total:				669.85 DB	37.03		706.88 DB
4120 BUILDING RENTAL EXPENSE							
JV	3323	1	LIBRARY RENTAL-SEPTEMBER		9/12	1,250.00	
Object Total:				10,000.00 DB	1,250.00		11,250.00 DB
4390 OTHER CHARGES							
CL	25043	7	10304 Furniture Glides	ALTHOFF'S OUR OWN HDWE	9/12	39.98	
Object Total:				253.18 DB	39.98		293.16 DB
4391 PERIODICALS							
CL	25028	1	12 Issues	SCIENTIFIC AMERICAN	9/12	29.95	
CL	25030	1	2 Year Subscription	TWIN CITIES BUSINESS	9/12	39.95	
CL	25111	1	2 Year Subscription	GIRL'S LIFE	9/12	24.95	
CL	25112	1	12 Issues	GOOD HOUSEKEEPING	9/12	15.97	
CL	25118	1	2 Years Ranger Rick	NATIONAL WILDLIFE FEDERATI	9/12	33.90	
CL	25120	1	12 Issues	PREVENTION MAGAZINE	9/12	12.00	
CL	25122	1	30 Month Subscription	TASTE OF HOME	9/12	29.98	
Object Total:				1,756.17 DB	186.70		1,942.87 DB
5900 BOOKS							
CL	24945	1	Books	BAKER & TAYLOR ENTERTAINME	9/12	196.66	
CL	24945	2	Books	BAKER & TAYLOR ENTERTAINME	9/12	511.97	
CL	25015	1	Books	BAKER & TAYLOR ENTERTAINME	9/12	1,283.01	
CL	25015	2	Books	BAKER & TAYLOR ENTERTAINME	9/12	796.47	
Object Total:				6,696.17 DB	2,788.11		9,484.28 DB
Account Total:				204,301.57 DB	25,994.87		230,296.44 DB
Fund Total:					25,996.62	73.25	
Grand Total:					25,996.62	73.25	